



VEHICLE INSPECTION AND SERVICE RECORD

JOB NO.

DATE IN	TIME	DATE OUT	TIME
TYPE		MODEL	VEHICLE NO.
MILEAGE		TYPE OF SERVICE <input type="checkbox"/> 3,000 MILES OR QUARTER <input type="checkbox"/> 12,000 MILES OR ANNUAL <input type="checkbox"/> OTHER (Specify)	
INITIAL INSPECTION (Initials)	DATE	FINAL INSPECTION (Initials)	DATE

SECTION 1 - PARTS

QUANTITY		STOCK NO.	DESCRIPTION	UNIT PRICE	COST
REQUIRED	RECEIVED				
					\$
RECEIVED BY (Signature)			DATE	TOTAL ►	\$

SECTION II - MAINTENANCE

MECH. NO.	DESCRIPTION OF WORK	TIME		INITIALS	LABOR COST
		ESTIMATE	ACTUAL		
					\$
TOTAL ►					
SIGNATURE OF FOREMAN OR INSPECTOR		DATE	TOTAL COST (Parts and labor) ►		\$